

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1600.70

11/19/99

SUBJ: CIVIL AVIATION SECURITY (CAS) EXPLOSIVES DETECTION CANINE TEAM PROGRAM (EDCTP)

1. **PURPOSE.** This order:

a. Provides a vehicle by which the Associate Administrator for Civil Aviation Security can facilitate the Federal Aviation Administration's (FAA) EDCTP, enhancing the security and safety of the traveling public. Specifically, this program provides a proven method of detecting explosive devices targeted for use against the aviation industry and traveling public.

b. Promulgates the duties and responsibilities of civil aviation security special agents and employees.

c. Describes the authority, responsibilities, policies, guidelines, and procedures pertaining to the FAA EDCTP by civil aviation security.

d. Outlines the procedures to be followed by civil aviation security special agents and employees and sets forth operational and training requirements, logistics, and general information needed to administer the entire program. This program provides a proven method of detecting Improvised Explosive Devices (IED) and other explosive materials which have been placed aboard aircraft or in the civil aviation environment.

2. **DISTRIBUTION.** This order is distributed in Washington headquarters to the immediate Office of the Associate Administrator for Civil Aviation Security, division level in the Office of Civil Aviation Security Policy and Planning, Office of Civil Aviation Security Intelligence, and Office of Civil Aviation Security Operations; to director level in the Flight Standards Service and Assistant Chief Counsels in the Office of the Chief Counsel; to division level in regional Civil Aviation Security Divisions and Civil Aviation Security Staffs at the Mike Monroney Aeronautical and William J. Hughes Technical Centers and to all CAS Field Offices.

3. **BACKGROUND.**

a. This change is necessary to promulgate new and updated operational procedures, directives, and guidance issued by memorandum. This order also responds to mandates of Congress; the recommendations of the 1997 White House Commission on Aviation Safety and Security (WHC); the Baseline Security Workgroup (BWG) of the Aviation Security Advisory Committee (ASAC); and requirements of the Computer Security Act of 1987 (Public Law 100-235).

Distribution:

A-W(CS/CI/CO/CP)-2; A-W(FS/GC)-1; A-XYZ(CS)-2; A-FCS-O (Limited)

Initiated By:

ACO-610

b. Specific changes include new work activities associated with the Explosives Detection Canine Team Program, CAS regional division managers, and regional and field canine coordinators.

c. This order identifies and expands upon requirements outlined in FAA Order 1650.7D, Office of Civil Aviation Security Operations Program Guidelines.

d. Corresponding sections of Order 1650.14, Aviation Security Handbook, dated April 10, 1985, are superseded.

4. MISSION STATEMENT. The EDCTP exists to deter and detect the introduction of explosive devices into the civil aviation transportation system. Bomb threats cause disruption of air commerce and pose an unacceptable danger to the traveling public. Explosives Detection Canine Teams (EDCT) are a proven reliable resource to detect explosives and a key component in a balanced counter-sabotage program. The use of highly trained EDCT is also a proven deterrent to terrorism directed towards civil aviation and provides a timely and mobile response support to FAA facilities, airports, and air carriers.

5. FORMS AND REPORTS. The EDCTP activities accomplished in accordance with this order will be reported in the canine module of the ACS Information System. EDCT proficiency training and testing onboard aircraft will be reported in an automated system, currently the K-9 Training Aid Reporting System (KTARS).

6. PROGRAM PARTICIPATION. Prior to entering the FAA program, agencies must submit a request on official letterhead or stationary and agree to the provisions outlined within the Cooperative Agreement (CA). Participants accepted into the FAA program are provided support as delineated in the CA. Each canine, along with the handler, is trained under the team concept, one canine and one handler. Ownership of provided canines remains with the FAA.

7. LOCATIONS. The FAA will determine the total number of airport locations. The airports selected are chosen based on their location, assessed vulnerabilities, airlines served, threat, category, mission requirements, and willingness to participate. Ideally, selected airports are located geographically so that no flight within the continental United States is more than one hour from an airport having an FAA EDCT available.

8. MINIMUM TEAM RECOMMENDATIONS. The number of EDCT's shall be determined based upon specific requirements of the FAA. Participation requires a minimum of two teams and a proposed action plan to meet recommended levels.

9. RESPONSIBILITIES.

a. The Director of the Office of Civil Aviation Security Operations, ACO-1, is responsible for:

(1) The overall direction of the EDCTP as part of the full spectrum of civil aviation security operations.

(2) Developing and promulgating policies, standards, programs, and procedures to be used by aviation security specialists, special agents, and participating agencies in the overall conduct and operations of the EDCTP.

(3) Determining and selecting airports where EDCT's are required.

b. Manager, Canine and Explosives Program, is responsible for:

- (1) Planning for integration of EDCTP activities into National Aviation Security Operations to include projection of requirements for funding, staffing, and organizational support.
- (2) Developing and implementing policies, standards, programs, and procedures to be used by civil aviation security specialists in the overall conduct and operation of the EDCTP.
- (3) Managing all of the technical aspects of the program to include explosive support, operations, and special projects.
- (4) Establishing duties and responsibilities of program staff and of regional and field canine coordinator positions.
- (5) Developing national performance standards to support position descriptions, job classifications, and employee performance standards.
- (6) Providing oversight and ensuring the technical content of initial and recurrent training programs for all specialists holding regional, field, and /or support positions within the EDCTP. (The Training and Career Development Staff, ACS-70, is responsible for providing appropriate basic and recurrent training to satisfy functional requirements of the EDCTP as identified by the manager, canine and explosives program.)
- (7) Coordinating annual program review and canine conferences.
- (8) Coordinating all canine olfaction and operations research support with ACS-20, ACP-400, and Aviation Security Research and Development, AAR-500, and represent FAA EDCTP at interagency organizational meetings.
- (9) Approving all initial tactical FAA canine use referred to FAA or that involves FAA canine assets.
- (10) Performing Contracting Officer's Technical Representative (COTR) duties for FAA/Department of Defense (DOD) Interservice Support Agreement (ISSA).
- (11) Establishing and maintaining an active liaison between accounting and budget organizations, contractor(s), industry, and other government agencies.

c. National Canine Coordinator, is responsible for:

- (1) Coordinating current canine team training and evaluation operations.
- (2) Performing alternate COTR duties for FAA/DOD ISSA.
- (3) Establishing a system to maintain statistics dealing with the EDCTP to provide data to management and field personnel.

(4) Assisting in establishing and maintaining an active liaison between accounting and budget organizations, contractor(s), industry, and other government agencies as required.

(5) Coordinating EDCT training courses for all participants.

(6) Coordinating with ACO headquarters elements, CAS regional division managers, regional/field coordinators, and participants for the scheduling of certification evaluations, annual inspections, training missions, and special assessments.

(7) Disseminating program guidance, data, and information to the EDCTP regional and field coordinators.

(8) Conducting liaison visits to evaluate regional operational procedures dealing with the EDCTP.

d. Federal Security Managers (FSM) are the focal point at Category X (CATX) airports for FAA security operations and are responsible for coordinating government and law enforcement activities in connection with aviation security areas. As such, they should be viewed as an effective conduit between airport management and regional/field canine coordinators, concerning canine matters at Category X airports.

e. CAS Regional Division Managers, shall:

(1) Have the overall responsibility for their respective regional programs.

(2) Designate regional and field EDCTP coordinator positions, ensuring designee(s) is/are provided formal EDCTP training (Canine Coordinators Course – 70501).

f. Civil Aviation Security Regional Canine Coordinators, shall, under the direction of the CAS Regional Division Manager:

(1) Oversee the conduct of all FAA-sponsored canine activities within the region.

(2) Provide staff oversight and technical guidance to Civil Aviation Security Field Office (CASFO) or Civil Aviation Security Field Unit (CASFU) regarding the EDCTP.

(3) Ensure that all field canine coordinators are scheduled for and properly trained to perform assigned duties.

(4) Periodically visit FAA-sponsored canine units within the region and assist field coordinators as requested/necessary.

(5) Monitor field canine coordinator reporting and submission of participant reimbursement claims and verification to ensure quality control.

(6) Coordinate field requirements which cannot be solved within the regional assets and expertise with the national program manager or the FAA canine training activity, in accordance with current guidelines and reporting requirements.

(7) Maintain proficiency in field coordinator functions sufficient to be able to provide on-the-spot assistance and backup to field coordinators throughout the region.

(8) Maintain a level of sufficient working knowledge of explosives safety and handling to assist in the transportation and delivery of explosive materials and inspections of explosive storage magazines, bunkers, and training sites for evidence of cross contamination or site contamination. The manager, canine and explosives program and ACS-70 will identify specific training requirements. Regional canine coordinators, whether designated as explosives specialists or not, will maintain contact with Bureau of Alcohol Tobacco and Firearms and other federal/state/local agencies with specialized expertise.

(9) Assist in the conduct of nationally directed canine projects to include temporary duty work as part of special assessment teams; participate in FAA sponsored canine meetings and other special canine projects as requested.

(10) Conduct appropriate trend analyses and other analytical staff work to support the management needs of the CAS regional division manager and CASFO/U managers.

(11) Upon request from a prospective participant and with concurrence of the CAS regional division manager and/or CASFO manager, the regional canine coordinator may conduct a visit to the appropriate agency management to explain fully the program and to ensure that the agency is fully aware of their responsibilities as outlined within the Cooperative Agreement.

(12) Coordinate regional activities with the manager, canine and explosives program concerning participants, training requirements, certification scheduling, and recertification when necessary. Ensure participants receive assistance in obtaining facilities, aircraft, and baggage with which to train and certify.

(13) Attend evaluations of EDCT's within his/her region. In addition, coordinators will, when requested, assist in coordinating logistical support in the way of field housing and transportation, and other administrative needs for evaluation teams at each location being evaluated.

(14) Attend and participate in annual program reviews, training seminars, and conferences.

(15) When required, participate in and audit the exchange of explosive training aids at scheduled periods.

(16) When required, supervise the handling, storage, security, and accounting of FAA-provided explosives to ensure compliance with explosive safety practices.

(17) When requested, provide oversight of regional canine contractual requirements and report pertinent information to the manager, canine and explosives program.

(18) Ensure the FSM and CASFO managers are fully informed of EDCTP activities at airports for which they have responsibility.

g. Civil Aviation Security Field Office Managers (CASFO), shall:

(1) Have the overall responsibility for their respective program(s).

(2) Designate field canine coordinator positions for each participating airport, (a coordinator may be assigned to more than one airport) ensuring designees are provided formal EDCTP training (Canine Coordinators Course – 70501).

h. Civil Aviation Security Field Canine Coordinators, shall:

(1) Conduct annual comprehensive and periodic supplemental assessments of all aspects of the program to include training and operational deployment of canine teams to ensure compliance with the CA.

(2) Coordinate and assist in the resolution of canine problems and policy issues involving other elements of the aviation industry and provide liaison with the FSM.

(3) Provide assistance to the participant in administrative matters, luggage requirements, scheduling aircraft for training, and obtaining additional resources and materials needed to accomplish training and operations.

(4) Verify monthly claims submitted by the participant for reimbursement of operating costs, this may include actual on-site inspection of facilities, vehicles, and equipment for which reimbursement is sought, and forward a copy of the participant claim(s), with statement of verification, to the regional canine coordinator in a timely fashion.

(5) Monitor current training and deployment of EDCTP assets to ensure that no major problems with the canine teams go unnoticed or unreported to proper authorities. The level of oversight is estimated to require several hours per week with each canine unit to include unannounced visits to unit training activities during all hours. This should include occasional visits to the site for an actual canine unit response to observe the team under actual working conditions and to assist in various types of tests or evaluations.

(6) Attend the in-brief, evaluation period, and out-brief of annual evaluations and special training missions at the airport and if requested, provide additional assistance to training and evaluation team.

(7) Conduct a periodic review of unit standard operating procedures to ensure that such procedures are being carried out. This will include, but is not limited to, reviewing participant inspections of explosive storage magazines, conducting monthly inventory and rotation of FAA owned/provided explosive(s) training aids, inspecting magazines, and reviewing contamination control and handling procedures. (Use trace detection equipment, when requested, to ascertain the extent of cross contamination in explosive storage magazines and explosive training aids.)

(8) When requested, represent the FAA in discussions of canine training and deployment issues, ensuring matters requiring higher levels of technical expertise or national policy issues are referred to the appropriate authorities.

(9) Maintain a sufficient working knowledge of explosives safety matters to identify unsafe and improper conditions, and immediately report such conditions to participant management, CASFO/U management, and regional canine coordinator.

(10) Maintain proficiency in the use of the canine module of the ACS Information System and other automated systems to submit reports as required.

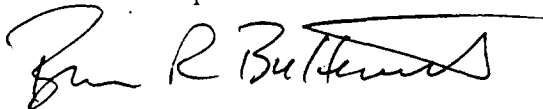
(11) Monitor utilization data provided by the participant and submit appropriate reports. Identify any deficiencies in operational response or reporting and bring them to the attention of the field canine unit management, CASFO management, and regional coordinator in a prompt fashion.

(12) Observe canine training not less than once per month, review records and ensure compliance with the CA at the field level and report all findings to the CASFO management and regional canine coordinator.

(13) Participate in and audit the exchange of explosive training aids at scheduled periods.

10. HAZARDOUS DUTY PAY. When authorized by Federal law or regulation, personnel involved in the active handling of explosive(s) training aids shall be paid hazardous duty pay in accordance with FAA Order 3550.15, Federal Employees Pay Comparability Act of 1990, Chapter 19, Paragraph 195. Payment of Hazard Duty Pay Differential. Specific coordinator duties that are authorized hazard duty pay will be identified by an ACO-1 policy letter. CASFO and regional managers and supervisors are responsible for planning and monitoring these costs.

11. CIVIL AVIATION SECURITY INFORMATION SYSTEM. The ACS Information System is a database management system designed to collect and store data at the field, regional, and national levels, and to improve the flow of information between the offices responsible for civil aviation security. The EDCTP portion of this system contains canine team data, activities, training, utilization, explosives training aid information, and evaluation information. The database is used to record all canine team technical data, the results of annual evaluations, training, medical history, and canine utilization information. The EDCT data is permanent and shall be reviewed weekly by the field coordinators.



Bruce R. Butterworth
Director of Civil Aviation
Security Operations

